

BUILDING INSPECTOR

NATURE OF WORK

This is responsible technical enforcement work in the inspection of buildings under construction or alteration to determine and secure compliance with the municipal building and zoning codes and other related city and county codes and regulations.

Work involves responsibility for inspecting buildings under construction, alteration, repair and demolition in order to enforce adherence to the building codes, zoning ordinances, safety and health ordinances and other related codes and regulations. An employee of this class is required to perform final building inspections, investigate complaints or make other special inspections. Decisions are largely governed by a prescribed code and employees of this class work independently but in accordance with departmental regulations and established technical standards. Supervision is received through oral and written instructions and work is reviewed through analysis of reports submitted and occasional re-inspections by a technical or an administrative superior.

EXAMPLES OF WORK PERFORMED

Inspects buildings during the course of, and upon completion of, construction, alteration, repair and demolition as necessary; inspects for structural safety, health, zoning and conformity of entire structure with approved plans.

Investigates and responds to complaints; makes special inspections; works with property owners and contractors to resolve violations; investigates and gathers evidence of alleged violations and prepares information for issuance of warrants for violations of building code, zoning ordinances and other relevant ordinances; represents the City at court hearings.

Prepares and files written reports of findings indicating violations found to exist or providing requested specific information; enters results on a computer.

Issues certificates of occupancy for all buildings found in compliance with the building code, zoning ordinances and other relevant codes and regulations after receipt of properly executed application for certificate of occupancy.

Inspects signs and enforces sign ordinance; checks installation, size, location and set back of signs to ensure adherence to zoning district requirements.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the materials, methods and practices involved in building construction and of the stages of construction when possible defects and violations may be most easily observed and corrected.

Considerable knowledge of the codes, regulations and ordinances governing building construction and zoning in the City of Lincoln.

Knowledge of, or ability to learn, legal procedures as related to the enforcement of municipal and county codes and ordinances.

Ability to recognize faulty construction or hazardous conditions created by deterioration.

Ability to read and interpret building construction plans and specifications and to recognize deviations from such plans in the construction process.

Ability to enforce codes, regulations and corrective measures firmly, tactfully and impartially.

Ability to establish and maintain effective working relationship with subordinates, contractors, architects, engineers, property owners, municipal officials and the general public.

Ability to express oneself clearly and concisely, both orally and in writing.

Ability to handle complaints in a tactful and courteous manner.

Ability to use a computer for research and information retrieval.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent and considerable experience in a building construction trade as a carpenter at the journey, supervisory or contractor level.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and experience in a building construction trade as a carpenter at the journey, supervisory or contractor level; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Certification by the International Conference of Building Officials as a Certified Building Inspector within one year of appointment to this classification.

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Approved by: _____
Department Head

Personnel Director

11/90

Revised: 7/98

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